



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 03-51

24 November 2003

FY04 RETIREMENT SEMINAR SCHEDULE

1. Planning for retirement should begin early in a technician's career. **If you have been recently employed as a technician; are in the middle of your career; or if you are close to retirement,** there are several things you should do well in advance of your planned retirement. You may need to consider making payments to receive credit for military service (post 1956 military service), non contributory service, or repay any retirement contribution that may have been refunded. Did you know that health benefits and life insurance must be carried continuously for five years prior to your retirement to be eligible to continue coverage into retirement?


2. In order to assist you in planning for your retirement, the Directorate of Human Resources will be conducting four Pre-retirement Seminars in 2004. The seminars will cover both systems, the Civil Service Retirement System (CSRS) and the Federal Employees' Retirement System (FERS). Day 1 of the seminar will be for CSRS only, day 2 will be for CSRS **and** FERS, and finally, day 3 will be for FERS employees only. The following dates are scheduled for this course:

24 – 26 February 2004
18 – 20 May 2004
24 – 26- August 2004
16 – 18 November 2004

3. All of these seminars will be held at the Mather Field Armory, Classroom 1, 3754 Femoyer Street off of Superfortress Avenue, Mather CA 92655. Information regarding lodging, directions, etc. will be given at least one month before the course starts.

4. If you plan to attend one of these courses, choose the course dates you are able to attend and submit a DD Form 1556, Request Authorization Agreement Certification of Training and Reimbursement, and a request for orders (if applicable) and forward your request to your organization's personnel remote designee. Your requests and all necessary paperwork should reach HR-EDS 45 days prior to the class start date. You will in-turn be notified within 15 days to confirm whether or not you are scheduled for the particular course you requested. Priorities of nomination are those who are close to retirement, mid career then new employees.

5. If you have any questions, please contact Marjorie Rodriguez, Employee Development Specialist at CAGNET 63493, DSN 466- 3493 or (916) 854-3493.


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